

**1<sup>st</sup> Meeting of ECO Heads of Civil Registration Organizations**  
(Tehran, 3 – 4 October 2011)

**2 October 2011 (Sunday)**

- Arrival of delegates  
Afternoon: Bilateral meetings of Heads of Delegation

**First Day**

(Monday - 3 October 2011)

**Inaugural Session**

09:00 – 9:30	Registration
9:30 – 9:40	Recitation from Holy Quran & National Anthem of I.R. Iran
9:40-9:50	Demonstration of a Film giving introduction to the NOCR
9:50-10:00	Welcoming remarks by H.E. Mr. Nazemi Ardakani, Deputy Interior Minister and Head of National Organization for Civil Registration
10:00 – 10:10	Welcoming remarks by representative of ECO( ECO Secretary General / Deputy Secretary General)
10:10 – 10:20	Statement by Mr. Ghashghavi, Deputy Foreign Minister
10:20 – 10:30	Inaugural statement by H.E. Mr. Mohammad Najjar, Minister for Interior, I.R.Iran
10:30 – 11:00	Photo Session - Opening of Exhibition
11:00-11:30	Tea/Coffee Break
11:30– 13:00	- Election of the Chairperson - Adoption of the Agenda -Appointment of the Drafting Committee - Country Reports/Presentations by the Heads of Delegation (10 minutes each)
13:00– 14:00	Prayer/Lunch Break
14:00:17:00	The Heads of the delegation will visit the Matiran Association, which designs and produces ID document like passport etc.

<b>Working Session (Experts)</b>	
14:00–15:30	<u>Exchange of Experiences/technical Know How and Best Practices on:</u> <ul style="list-style-type: none"> <li>- Registration of vital events</li> <li>- Production and release of Population Statistics and Information</li> </ul>
15:30-16:00	Tea/Coffee Break
16:00-17:30	<i>Continuation of the topics:</i> <ul style="list-style-type: none"> <li>- National Code (ID Number) and Smart Cards</li> <li>- Promotion of Safety and Security Factors of Issued Documents</li> <li>- Civil Status Registration and E-Government</li> </ul>
17:30–19:30	A Tour to Milad Tower
20:00-22:00	Official Dinner at Laleh Hotel
<b>Second Day</b> (Tuesday, 4 <sup>th</sup> October 2011)	
09:00–10:30	<u>Deliberations on</u> <ul style="list-style-type: none"> <li>- Education and Research Cooperation</li> <li>- Planning ECO National Registry Authorities Website</li> <li>- Any other business</li> <li>- Date and Venue of the next Meeting</li> </ul>
10:30–11:00	Tea/Coffee Break
11:00–12:30	Preparation of the draft report by drafting committee
12:30–13:30	Adoption of the Report
13:30-14:30	Prayer & lunch
Afternoon:	Free/Shopping - Departure of the delegates